

PERFORMANCE PROGRESS REPORT
SF-PPR for NOAA Restoration Center Awards

		Page	of Pages
1. Federal Agency and Organization Element to Which Report is Submitted NOAA Fisheries Service	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS Number	
		3b. EIN	
4. Recipient Organization (Name and complete address including zip code)		5. Recipient Identifying Number or Account Number	
6. Project/Grant Period Start Date: <i>(Month, Day, Year)</i>	7. Reporting Period End Date <i>(Month, Day, Year)</i>	8. Final Report? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		9. Report Frequency <input type="checkbox"/> <i>annual</i> <input type="checkbox"/> <i>semi-annual</i> <input type="checkbox"/> <i>quarterly</i> <input type="checkbox"/> <i>other</i> <i>(If other, describe: _____)</i> _____	
10. Performance Narrative <i>(attach performance narrative as instructed by the awarding Federal Agency)</i>			
11. Other Attachments <i>(attach other documents as needed or as instructed by the awarding Federal Agency)</i>			
12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.			
12a. Typed or Printed Name and Title of Authorized Certifying Official		12c. Telephone <i>(area code, number and extension)</i>	
		12d. Email Address	
12b. Signature of Authorized Certifying Official		12e. Date Report Submitted <i>(Month, Day, Year)</i>	
		13. Agency use only	

**PERFORMANCE PROGRESS REPORT
For NOAA Restoration Center Awards**

Performance Progress Report (PPR) Instructions

The *Performance Progress Report (PPR)* is a standard, government-wide performance progress reporting format used by Federal agencies to collect performance information from recipients.

The following instructions have been tailored to provide guidance on reporting and explain the requirements for awards funded by the NOAA Restoration Center.

Performance Progress Report		
Item	Data Elements	Line Item Instructions for SF-PPR for NOAA Restoration Center
1	Awarding Federal agency and Organizational Element to Which Report is Submitted	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
2	Federal Grant or Other Identifying Number Assigned by the awarding Federal agency	Enter the grant/award number contained in the award document.
3a	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3b	EIN	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4	Recipient Organization	Enter the name of recipient organization and address, including zip code.
5	Recipient Identifying Number or Account Number	Enter the account number or any other identifying number assigned by the recipient to the award. This number is strictly for the recipient's use only and is not required by the awarding Federal agency.
6	Project/Grant Period	Indicate the project/grant period established in the award document during which Federal sponsorship begins and ends. Note: Some agencies award multi-year grants for a project/grant period (e.g., 5 years) that are funded in increments known as budget periods or funding periods. These are typically annual increments. Please enter the project/grant period, not the budget period or funding period.
7	Reporting Period End Date	Enter the ending date of the reporting period. The reporting period is established in the award document, and for NOAA Restoration Center awards the frequency of required reporting is usually semi-annual. For final PPRs, the reporting period end date shall be the end date of the project/grant period.
8	Final Report	Mark appropriate box. Check "yes" only if this is the final report for the project/grant period specified in Box 6.
9	Report Frequency	Select the appropriate term corresponding to the requirements contained in the award document. "Other" may be used when more frequent reporting is required for high-risk grantees, as specified in OMB Circular A-110.
10	Performance Narrative	For interim progress reports, the narrative should include overall goals for the project, details on progress achieved during the reporting period, challenges or potential roadblocks to future progress, and an updated timeline of remaining tasks. For the final progress report, also include the relevance of the project to enhancing habitat, the problems the project has addressed, the methodology used to undertake restoration activities, including materials used and specific monitoring techniques, and lessons learned.
11	Other Attachments	Attach SF-PPR-2, SF-PPR-A, SF-PPR-B, SF-PPR-D and other documents such as articles/news clippings, project photographs (high resolution before, during and after images on CD-ROM), project maps, evidence of NOAA support (e.g. photographs of signs at project site, funding credit in outreach materials, press releases, etc.). SF-PPR-F may be required for recipients that provide sub awards for multiple projects and/or that receive awards of greater financial value.

PERFORMANCE PROGRESS REPORT

Performance Progress Report For NOAA Restoration Center Awards (instructions continued)		
Item	Data Elements	Line Item Instructions for SF-PPR
12a	Certifying Representative and Title of Authorized Typed or Printed Name	Authorized certifying official of the recipient.
12b	Certifying Official Signature of Authorized	Original signature of the recipient's authorizing official.
12c	number and extension) Telephone (area code,	Enter authorized official's telephone number.
12d	Email Address	Enter authorized official's email address.
12e	(Month, Day, Year) Date Report Submitted	Enter date submitted to the awarding Federal agency. Note: Report must be received by the awarding Federal agency no later than 90 days after the end of the reporting period.
13	Agency Use Only	This section is reserved for the awarding Federal agency use.

Paperwork Burden Statement

- According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 0648-0472. The time required to complete this information collection (this form through the SF-PPR-D) is estimated to average 7 hours per response for a semi-annual report and 11 hours and 15 minutes for a final report (plus an additional 30 minutes for a semi-annual report, and 1 hour for a final report, for those also required to complete the SF-PPR-F). This includes the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have suggestions about the accuracy of the estimate, we would be happy to hear from you.** You can email us at infocollection@acf.hhs.gov.